

Lewis-Burke Associates LLC

MEETING REQUEST TEMPLATE

[Date]

The Honorable **[Name of Member of Congress]**
[Office Number] **[Building]** **[House/Senate]** Office Building
Washington, D.C. **[Zip]**

Dear **[Representative/Senator]** **[Last Name]**,

As a member of the Entomological Society of America (ESA) and a **[Profession]** at **[Institution]**, I am writing to request a meeting on the **[morning/afternoon]** of **[meeting date]** to discuss issues of priority to both my work at **[Institution]** and to ESA.

I would like to update you on ESA's priorities in **[relevant legislation (i.e., Farm Bill, appropriations)]**. I would also like to discuss the benefits of entomology at **[Relevant Federal Agencies]**, as well as some of the exciting research I am conducting at **[Institution]**.

ESA is the largest organization in the world serving the professional and scientific needs of entomologists and individuals in related disciplines. Founded in 1889, ESA is a not-for-profit professional society, with nearly 7,000 members affiliated with educational institutions, health agencies, private industry, and government.

I am hopeful that you have time available on the **[morning/afternoon]** of **[meeting date]** to meet with me. I look forward to hearing from you.

Sincerely,

[Your Name]
[Affiliation]
[Address]
[Email]
[Phone Number]